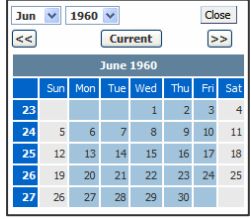# uplink
unemployment programs

Claimant Self Service

To file an unemployment claim, you may use the Internet. The web address to file a claim is as follows:

www.in.gov/dwd and click on the Uplink CSS link

When you file, please keep in mind:

- You must click on the [New User?] button the first time you use Uplink.
- Using the TAB key or arrows on your keyboard will help you move from field to field.
- The BACKSPACE key and/or DELETE key will erase information if you make a typing error.

Date of Birth *

- Any field with an * asterisk to the right of it requires entry of that field.

  Trying to continue without completing the field will highlight the field and tell you what is required.

  - **Username is required.**

  Please Logon
  Fields marked with an asterisk * are required.
  User Name *
  Password *

Fax Number ___ (xxx-xxx-xxxx)
Email Address ___ (xxx@yyy.zzz)

- If there are formatting requirements for a field, they will appear in parenthesis to the right of the field.

- Anytime you see a link like this,

  Additional Information Needed

  more information is needed. You must click on the link to answer the additional questions.

06/18/1960

- Date fields include an icon that you may use to select a date from a calendar.

Jun ▼	1960 ▼					Close
<<			Current			>>
June 1960						
	Sun	Mon	Tue	Wed	Thu	Fri	Sat
23				1	2	3	4
24	5	6	7	8	9	10	11
25	12	13	14	15	16	17	18
26	19	20	21	22	23	24	25
27	26	27	28	29	30		

  By using the < (left) or > (right) arrows, you may move month to month, or you may use the drop-down arrows to:
  - Choose the month
  - Choose the year

  Then click on the date in the calendar.

- Clicking on a hyperlink will give you a popup box explaining what is needed.

  (IMPORTANT: You must turn off all popup blockers on your computer for this to work.)

Create a Username *

Username

Enter a username which you will use every time you log in to the unemployment system. Your user name should be between 6 and 15 characters

---

You may use the same web address above to file your weekly claim voucher or to return to your Claimant Homepage anytime after filing your claim to view more helpful information about your claim.